

MEETING AGENDA

City of Huntington Beach
PERSONNEL COMMISSION
Wednesday, September 24, 2008
Civic Center, Council Chambers
5:30 P.M.

1. CALL TO ORDER

Commissioners: Gooch, Hunt, Barton, Garner, Bush, Clemens, Lipson
Staff Liaison: Paul Emery, Deputy City Administrator
Also present: Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources, and Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

4. APPROVAL OF MINUTES

Meeting of June 18, 2008

5. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion on a job specification revision for the position of Program Coordinator – Human Services in the Community Services Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revision for the position of Program Coordinator-Human Services, in the Community Services department amending the City's Classification Plan.

- b. Discussion on a job specification revision for the position of Irrigation Specialist in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revision for the position of Irrigation Specialist, in the Public Works Department amending the City's Classification Plan.

- c. Discussion on a job specification revision for the position of Irrigation Crewleader in the Public Works Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revision for the position of Irrigation Specialist, in the Public Works Department amending the City's Classification Plan.

6. RE-APPOINTMENTS OF COMMISSIONERS WHOSE FIRST TERM EXPIRED AND ELECTION OF CHAIR AND VICE-CHAIR

Recommended Action:

Conduct election for Commission Chair and Vice Chair for the term of July 1, 2008 to June 30, 2009 and motion to approve election results.

7. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair. Staff will provide a status update (Attachment).

8. LABOR RELATIONS UPDATE

- FMA Negotiations

9. SECRETARY'S REPORT

- Position Vacancy Report
- NEOGOV Data Report
- Minor update to Administrative Environmental Specialist changing certification of completion of basic swimming instruction from the Red Cross from twelve months to within six months of appointment.

10. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

11. INFORMATION ITEMS

Grievance Report – August 2008 & September 2008

12. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of October 15, 2008.

ITEM # 4

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
06/18/08

Pending approval by Personnel Commission at the meeting on 6/18/08
(These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Gooch called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Barton, Bush, Clemens, Garner, Gooch, and Lipson

Commissioners absent: Hunt

Others Present: Michele Carr, Director of Human Resources
Sandy Henderson, Administrative Aide

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Barton and seconded by Commissioner Bush to approve the minutes for the May 21, 2008 meeting (passed 7:0).

PUBLIC HEARING

None

COMMISSION GOALS FOR THE COMING YEAR

Michele Carr, Director of Human Resources reported the Administrative Leave Procedure was updated to include suggestions from Commissioners. Commissioner Barton inquired about the job description review procedure; Michele Carr responded the process of scheduled reviews will be facilitated when the Principal Analyst position is filled. Discussion ensued as to the methods of review to consider. The Commissioners requested the goals for 2008 be modified as follows: "Develop new **classes** **classifications** to meet changing needs of the City."

LABOR RELATIONS UPDATE

Ms. Carr reported that negotiations continue with the Fire Management Association (FMA) and hope to have an agreement soon.

SECRETARY'S REPORT

Ms. Carr reported on position vacancies in each department as well as an update on the NEOGOV application program. She also indicated staff will be attending both the NEOGOV local user conference and national user conference in October.

Ms. Carr reviewed the agreement to retain services of Murtaugh Meyer Nelson & Treglia, LLP and discussed the change in process of requesting legal services.

MINUTES
City of Huntington Beach
PERSONNEL COMMISSION
06/18/08

Ms. Carr explained the process for filling the current vacancies on the Personnel Commission.

COMMENTS FROM COMMISSIONERS

None

INFORMATION ITEMS

Ms. Carr stated she submitted a list of additional hearing officers to the City Attorney's office for consideration in addition to the existing list. This action is an effort to speed up the procedure for selection and adjudication of the items on the grievance report. Commissioner Gooch requested information on the reason the City accepted an appeal six months after the Skelly notice date. Ms. Carr agreed to follow up with the information.

ADJOURNMENT

The meeting adjourned at 5:50 PM to the next regularly scheduled meeting of July 16, 2008.

ITEM # 5a



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: COMMUNITY SERVICES DEPARTMENT REORGANIZATION – IMPACT ON MUNICIPAL EMPLOYEES ASSOCIATION POSITION – HUMAN SERVICES PROGRAM SUPERVISOR – PROJECT SELF SUFFICIENCY
DATE: SEPTEMBER 24, 2008

As part of a reorganization review of a segment of the Recreation, Human and Cultural Services Division, the Community Services Department evaluated the direction, performance of services, and level and scope of program requirements regarding the Project Self Sufficiency program. Based upon the input of the department supervisor and following the evaluation of the program's service delivery for the better part of one (1) year; it has been determined that the historical level of service necessitates reorganization.

This reorganization places the oversight of Project Self Sufficiency at the appropriate level of **PROGRAM COORDINATOR**. The current position classification duties and responsibilities are inconsistent with the actual performance of duties needed to effectively oversee the Project Self Sufficiency program. A program supervisor has a multitude of programs to oversee and has a staff of program coordinators to assist in overseeing each of the specifically assigned areas of service. Equating the service level delivery required to oversee a singular program with that of the broader Program Supervisor duties is inaccurate. The Project Self Sufficiency assignment is not equivalent in the breadth or depth of functional operations within the department as the Human Services Program supervisor. The primary duties associated with the PSS program operations are fundamentally at the level of coordinator.

Project Self Sufficiency, like many other Community Services and Recreation programs, requires journey-level knowledge, skills, abilities, duties and responsibilities. The COORDINATOR class specification is the equivalent class required for the performance of the duties of this position. **Therefore, it is recommended the implementation of reorganization be accomplished by adopting the new position classification of PROGRAM COORDINATOR – HUMAN SERVICES.**

The City and MEA have met and conferred regarding the recommended changes to this MEA classification. The recommended classification changes are a result of the supervisor's review and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Human Services Program Supervisor	Program Coordinator-Human Services	Adopt New Classification

Affected Employees:

N/A

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the re-titled class specification and set the compensation as recommended.

Attachments: Job Specifications:

- A. Human Services Program Supervisor
- B. Program Coordinator – Human Services
- C. Organizational Charts (2)

Cc: Bill Davis, MEO Legal Representative
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~HUMAN SERVICES~~ PROGRAM ~~SUPERVISOR~~ COORDINATOR – HUMAN SERVICES
DATE: ~~DECEMBER, 2001~~

PERSONNEL COMMISSION APPROVAL:

COUNCIL APPROVAL:

JOB CODE: ~~0113~~
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, ~~supervises employees and volunteers who provide general plans, organizes and implements community human service program(s),~~ case management and referral services to target residents, works closely with ~~outside~~ community resources, ~~and refers or assists in makes~~ referrals to community programs and resources; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The ~~Human Services~~ Program ~~Supervisor~~ ~~Coordinator~~ ~~Human Services~~ is a ~~working supervisor that oversees staff and volunteers in providing social service programs~~ journey level professional position with responsibility for development and delivery of community human services programs, and general case management and referral services targeting one or more specific program groups, (i.e. the elderly or ~~the~~ economically disadvantaged) ~~residents~~. The Program Coordinator-~~Human Services~~ may oversee other staff members, contractors and/or volunteers.

EXAMPLES OF ESSENTIAL DUTIES

~~Makes personal contact with targeted residents, and performs referrals and case management; educates residents on aging and health issues and the availability of community resources to meet their needs; maintains a network of community resources including education and training programs to address the needs of target residents; performs periodic client progress reviews.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~HUMAN SERVICES~~ PROGRAM SUPERVISOR COORDINATOR – HUMAN SERVICES
DATE: ~~DECEMBER, 2001~~

~~Interviews potential clients and assesses eligibility and needs; identifies program participants and guides them toward economic independence; works closely with community resources.~~

~~Prepares and submits grant proposals; establishes and monitors budgets based on approved funding; prepares administrative and technical reports including contract negotiations and summaries for funding agencies and City management.~~

~~Trains and supervises paid and volunteer support staff; assigns duties, completes employee performance appraisals and recommends disciplinary action according to established City procedures.~~

Plans, coordinates, oversees and evaluates the delivery of assigned human services programs including, but not limited to, conducting needs assessments and intakes of potential clients and providing ongoing case management of current program participants; provides educational trainings, informational classes and/or workshops, and produces specialty area programming such as recognition events, holiday programs, and social programs. Oversees program development, marketing and implementation including selection of community partners and solicitation of program donations.

Supervises full or part-time staff and volunteers; interviews, hires, trains and evaluates staff in accordance with established policies. Provides supervision to others assigned to assist in program or event production including site set-up and break down.

Resolves participant conflicts; develops an individual care plans with each client, monitors progress to reassess client status and maintains thorough case documentation for each client; serves as a City representative with community groups, business organizations, corporate partners, government agencies, and other City departments.

Stays current with developments in the field; attends a variety of professional development programs; attends multi-disciplinary and task force meetings to develop collaborative efforts, **identify program needs**, strategies and solutions to **promote various human services programs and activities**~~assist target residents~~. Performs related duties including report preparation, development of promotional or program materials, and making public presentations ~~on~~ **regarding program** services offered.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~HUMAN SERVICES PROGRAM SUPERVISOR~~ COORDINATOR – HUMAN SERVICES
DATE: ~~DECEMBER, 2001~~

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: **City and departmental policies and procedures;** ~~f~~Federal, state and local regulations governing the operation of **human social-services programs/;** community ~~social-service-based organizations;~~ **human services program development and administration practices and procedures;** ~~programs and services;~~ ~~social, economic, political and physical factors facing the elderly or economically disadvantaged residents;~~ standard office principles and procedures; principles of ~~budgeting~~ and **practices of** supervision.

Ability to: Identify ~~social-community~~ **human** service needs; plan **and market** programs and activities for target ~~residents~~ **population;** form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; respond with tact, composure and courtesy when dealing with individuals who may be experiencing significant emotional distress; maintain accurate records; record and retrieve information; **write reports;** operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both orally and in writing.

Education: ~~A~~ Bachelor's degree in ~~Human or s~~ **Social work, human S**services or a related field, ~~MA preferred.~~

Experience: ~~A minimum of three (3) years of social work caseload experience. Experience in working with client assessment and referral of target population.~~ **Two (2) years experience in human service or social service program administration. A Master's degree may be substituted for one year of experience.**

Certifications/License: Possession of a valid **"Class C"** California **driver's** ~~motor vehicle operator's~~ license **by time of appointment.**

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting. ~~There is some exposure to the elements and potential exposure to infectious disease or personal harm when visiting clients. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects up to 15 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.~~

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: ~~HUMAN SERVICES~~ PROGRAM SUPERVISOR COORDINATOR – HUMAN SERVICES
DATE: ~~DECEMBER, 2001~~

Tasks involve the ability to exert light physical effort in sedentary to light work but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light to moderate weight (15-40 pounds). There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Regular use of computer monitor and keyboard required. There is some exposure to the elements and potential exposure to infectious disease or personal harm when working outdoors.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN SERVICES PROG SUPERVISOR

DATE: DECEMBER, 2001

JOB CODE: 0113
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEA
FLSA STATUS: NON-EXEMPT

DUTIES SUMMARY

With general supervision, supervises employees and volunteers who provide general case management and referral services to target residents, works closely with community resources, and refers or assists in referral to community programs and resources; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Human Services Program Supervisor is a working supervisor that oversees staff and volunteers in providing social service programs targeting the elderly or economically disadvantaged residents.

EXAMPLES OF ESSENTIAL DUTIES

Makes personal contact with targeted residents, and performs referrals and case management; educates residents on aging and health issues and the availability of community resources to meet their needs; maintains a network of community resources including education and training programs to address the needs of target residents; performs periodic client progress reviews.

Interviews potential clients and assesses eligibility and needs; identifies program participants and guides them toward economic independence; works closely with community resources.

Prepares and submits grant proposals; establishes and monitors budgets based on approved funding; prepares administrative and technical reports including contract negotiations and summaries for funding agencies and City management.

Trains and supervises paid and volunteer support staff; assigns duties, completes employee performance appraisals and recommends disciplinary action according to established City procedures.

Stays current with developments in the field; attends a variety of professional

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN SERVICES PROG SUPERVISOR

DATE: DECEMBER, 2001

development programs; attends multi-disciplinary and task force meetings to develop collaborative efforts, strategies and solutions to assist target residents. Performs related duties including report preparation, development of promotional or program materials, and making public presentations on services offered.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Federal, state and local regulations governing the operation of social service programs; community social service programs and services; social, economic, political and physical factors facing the elderly or economically disadvantaged residents; standard office principles and procedures; principles of budgeting and supervision.

Ability to: Identify social service needs; plan programs and activities for target residents; form cooperative relationships and partnerships with others whom do not have a direct reporting relationship; respond with tact, composure and courtesy when dealing with individuals who may be experiencing significant emotional distress; maintain accurate records; record and retrieve information; operate personal computer and standard software applications; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively with others both orally and in writing.

Education: A Bachelor's degree in Human or Social Services or a related field, MA preferred.

Experience: A minimum of three (3) years of social work caseload experience. Experience in working with client assessment and referral of target population.

Certifications/License: Possession of a valid California motor vehicle operator's license.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: HUMAN SERVICES PROG SUPERVISOR

DATE: DECEMBER, 2001

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves light to moderate work in an office setting. There is some exposure to the elements and potential exposure to infectious disease or personal harm when visiting clients. There is a frequent need to sit and infrequent need to stand, walk and to lift light objects up to 15 pounds. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Current

Recreation, Human & Cultural Services Division

Recreation, Human & Cultural Services Superintendent
Janeen Laudenback

Administrative Secretary
Mary Loadman

Adult & Youth Sports
Recreation Supervisor
Ray Frankeny

Recreation Programs
Recreation Coordinator
Dottie Hughes

Project Self-Sufficiency
Acting Human Services Supvr.
Ann Casady

Senior Center & Srs. Outreach
Human Services Supervisor
Randy Pesqueira

Maintenance Service
Worker
Robbie Ford

Recreation Coordinator
Rob Frizelle

Aquatics
R-50

Office Asst. II
R-Vacant

Office Asst. II
Terra Simons

Custodian
Bernard Garcia

Volunteer Svcs.
Coordinator
Diane Swarts

Volunteers
200+

Field Maintenance
R-4

Youth Sports League Mgr.
R-5+

Day Camps
R-6

Custodian
R-1

Sr. Svcs. Asst.
Janice Gooder

Social Worker
Michele Yerke

Transportation Coord.
Brandi K. Contreras

Rec. Coordinator
Chris Cole

Scheduler
Contract

Youth Sports Staff
R-50

Adventure Playground
R-6

Special Events
R-6+

Sr. Svcs. Asst.
Pat Kowalewski

Social Worker
Assistants
R-3

Sr. Svcs. Asst.
Ray Adams

Rec. Leaders
R-4

Umpires
Contract - 33

Driver/
Dispatchers
R-8

Rec. Coordinator
Chris Cole

Rec. Leaders
R-4

City Gym & Pool Supervisor
Kristin VanHerik

Edison Center Supervisor
John Valinsky

Murdy Center Supervisor
Chris Slama

Cultural Services Supervisor - Art Center
Kate Hoffman

Custodian
Mark Weirang

Office Asst. II
Lorraine Cunningham
0.5

Custodian
Dale Guntle

Community Center Asst
R-1

Custodian
Brian Carter

Office Asst. II
Pat Kowalewski
0.5

Clerk
R-1

Office Asst. II
Charlene Clay

Contract Instructors
R-20

Rec. Leaders/Assists.
R-10

Contract Instructors
R-20

Rec. Leaders/Assists.
R-10

Contract Instructors
R-20

Rec. Leaders/Assists.
R-10

Art Programs Curator
Darlene DeAngelo

Maintenance
R-3

Arts Education Coord.
R-1

Lifeguards/
Swim Instructors
R-10

Contract Instructors
R-20

Rec. Leaders/Assists.
R-10

Contract Instructors
R-20

Rec. Leaders/Assists.
R-10

Art Programs Curator
Darlene DeAngelo

Maintenance
R-3

Arts Education Coord.
R-1

R = Recurrent/Part-time

Total pool fluctuates based on season

Gallery Aides
R-6

Preparators
R-2

Proposed

Recreation, Human & Cultural Services Division

Recreation, Human & Cultural Services Superintendent
Janesen Laudenback

Administrative Secretary
Mary Loadman

Adult & Youth Sports
Recreation Supervisor
Ray Frankeny

Recreation Programs
Recreation Coordinator
Dottie Hughes

Senior Center & Srs. Outreach
Human Services Supervisor
Randy Pesqueira

Maintenance Service
Worker
Robbie Ford

Recreation Coordinator
Rob Fitzelle

Aquatics
R-50

Office Asst. II
Terri Simons

Custodian
Bernard Garcia

Volunteer Svcs.
Coordinator
Diane Swarts

Field Maintenance
R-4

Youth Sports League Mgr.
R-5+

Day Camps
R-6

Custodian
R-1

Transportation Coord.
Brandi K. Contreras

Rec. Coordinator
Chris Cole

Scheduler
Contract

Youth Sports Staff
R-50

Adventure Playground
R-6

PSS Human
Services Coord.
R-1

Social Worker
Michelle Yerke

Sr. Svc. Asst.
Ray Adams

Umpires
Contract - 33

Special Events
R-6+

Office Asst. II
R-1

Sr. Svcs. Asst.
Janice Gooder

Social Worker
Assistant
R-3

Rec. Leaders
R-4

Driver/
Dispatchers
R-8

City Gym & Pool Supervisor
Kristin VanHerk

Edison Center Supervisor
John Valinsky

Murdy Center Supervisor
Chris Slama

Cultural Services Supervisor - Art Center
Kate Hoffman

Custodian
Mark Waring

Office Asst. II
Lorraine Cunningham
0.5

Custodian
Dale Gurule

Community Center Asst.
R-1

Office Asst. II
Pat Kowalewski
0.5

Clerk
R-1

Office Asst. II
Charlene Clay

Contract Instructors
R-20

Rec. Leaders/Assis.
R-10

Contract Instructors
R-20

Rec. Leaders/Assis.
R-10

Art Programs Curator
Darlene DeAngelo

Art Education Coord.
R-1

Art Development Coord.
R-1

Lifeguards/
Swim Instructors
R-10

Contract Instructors
R-20

Rec. Leaders/Assis.
R-10

Art Programs Curator
Darlene DeAngelo

Maintenance
R-3

Art Development Coord.
R-1

R = Recurrent/Part-time

Total pool fluctuates based on season

ITEM # 5b



**CITY OF HUNTINGTON BEACH
INTER-DEPARTMENTAL COMMUNICATION
HUMAN RESOURCES**

TO: PERSONNEL COMMISSION
FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES
SUBJECT: UPDATE OF MUNICIPAL EMPLOYEES ASSOCIATION POSITIONS IN THE
PUBLIC WORKS DEPARTMENT: MAINTENANCE OPERATIONS -
LANDSCAPE DIVISION
DATE: SEPTEMBER 24, 2008

When a position class is vacated, the department has the opportunity to review the relevant portions of the position classification to determine if appropriate modifications should be made. With the recent retirement of two long-term employees in the positions of **IRRIGATION SPECIALIST AND IRRIGATION CREWLEADER**, it has been determined that reasonable modifications to the classification are required to bring them in line with current operational standards.

The modifications are not material so as to change the fundamental scope of work to be performed. The proposed changes merely address the current technical requirements of the job since the last class specification update. These are non-substantive changes and assure the job specifications appropriately reflect the required qualifications. There is no material change to the classifications – therefore, the compensation remains as is.

The City and MEA have met and conferred regarding the recommended changes to these classifications. The recommended classification changes are a result of the department's review and the meet and confer process.

CLASSIFICATION RESULTS

Position Title	Recommended Job Class	Action
Irrigation Specialist	Irrigation Specialist	Update
Irrigation Crewleader	Irrigation Crewleader	Update

Affected Employees: None

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

Recommendation:

Approve the updated class specifications.

Attachments: Job Specifications –

- A. Irrigation Specialist
- B. Irrigation Crewleader

Cc: Bill Davis, MEA Legal Representative
Judy Demers, MEA President

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: IRRIGATION CREWLEADER

DATE: DECEMBER, 2001

JOB CODE:	0155
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

With general supervision, leads a work crew in performing and performs maintenance to the irrigation systems in City parks and other designated areas; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Crewleader, Irrigation provides work direction to employees and maintains all aspects of the irrigation systems for City parks and **landscaped sites**~~grounds~~.

EXAMPLES OF ESSENTIAL DUTIES

Assists the supervisor in the planning and scheduling of overall work projects for the work crew to provide irrigation maintenance in City parks and other designated areas, provides job assignments, creates work orders and checks to see assignments are completed in a timely fashion; resolves schedule problems; arranges for materials and equipment needed; deals with routine problems encountered by crew; keeps supervisor informed of the activities of the crew; trains employees in work assignments and safe work practices.

Provides park inspections to ensure that all mechanisms are functioning properly; programs and adjusts controllers according to type of vegetation and soil; repairs and/or **oversees an irrigation maintenance program including but not limited to controllers, remote control valves, sprinklers, pipes, pumps and city lakes**~~replaces valves and gears in sprinkler systems, pipes and pumps, electric motors and controller solenoids; maintains pump station.~~

Reads blueprints to determine where **components**~~lines~~ are to be located; **oversees installation of**~~selects and threads pipes and joints for the system; installs~~ controllers, valves, sprinkler heads and irrigation lines~~; installs and repairs drinking fountains;~~ pump**ing of** low areas in parks **and**~~provides~~ clean-up in central park irrigation reservoir.

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: IRRIGATION CREWLEADER

DATE: DECEMBER, 2001

Checks and maintains inventory and orders supplies and materials for the Department; keeps records of the time and materials used on projects; **reviews prints for future irrigation projects**, maintains tools and equipment; promotes **safe working habits and** good public relations in contacts with the public and other departments; performs maintenance and duty assignments.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Plumbing and irrigation concepts and techniques, work methods, procedures and techniques associated with machinery such as backhoes, bobcats, trenchers, loaders, trash pumps, generators, saws alls, pipe threaders, cement mixers, compressors, and other equipment and hand tools used on the job; principles of hydraulics; electrical and electronic testing and detection procedures; water conservation methods; vegetation, soil and moisture conditions; **centralized computer systems and** controller programming procedures; state vehicle codes and traffic safety laws and regulations; safety and basic repair procedures; supervisory principles and procedures.

Ability to: Read and understand blueprints; read, analyze and understand detailed instructions; perform mechanical functions and operate various equipment and hand tools; lead a group of employees; write reports and keep accurate records; evaluate employees performance; communicate with employees, Department personnel and the public in an effective manner.

Education: High school diploma or equivalent. **Supplemental coursework or training in irrigation is preferred.**

Experience: Three to five years in a landscaping and/or irrigation maintenance; **one to three years of lead or** supervisory experience; plumbing experience preferred

Certifications/License: Possession **of a** valid California motor vehicle operator's license. **Ability to obtain a California Class A driver's license within six months of appointment. State licensing in irrigation is desirable.**

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: IRRIGATION CREWLEADER

DATE: DECEMBER, 2001

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to dangerous machinery, hazardous chemicals, fumes, dust and potential physical harm. There is frequent need to stand, stoop, bend, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. ~~Employee accommodations for physical disabilities will be considered on a case-by-case basis.~~ **Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.**

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: IRRIGATION SPECIALIST

DATE: DECEMBER, 2001

JOB CODE:	0357
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	MEA
FLSA STATUS:	NON-EXEMPT

DUTIES SUMMARY

With close supervision, installs, inspects, and repairs automated irrigation systems; inspects all facets of systems on a regular basis; makes timely and professional repairs to systems, including water mains, lateral lines, and sprinkler heads to provide a safe environment for the public; and performs other duties as required within the scope of the classification.

DISTINGUISHING CHARACTERISTICS

The Irrigation Specialist performs maintenance, repair and installation of automated irrigation systems and has no supervisory duties; supervised by the Crewleader, Irrigation.

EXAMPLES OF ESSENTIAL DUTIES

Checks daily schedule and service requests for work to be completed; inspects equipment and reports safety hazards and maintenance problems; operates truck with trailer and drives related equipment to and from job sites.

Operates trencher, backhoe and loader; operates a variety of power and pneumatic hand tools and equipment such as generators, concrete saws, mixers, coring tools, jackhammers, air compressors, torch welding equipment, and boring and soil compaction tools; uses leak and line locators and hand tools.

Operates, inspects, and repairs all components of automated irrigation systems at landscaped park sites, including automatic controllers, valves, water lines, sprinklers, pumping systems, and backflow devices; excavates and repairs broken or damaged water main lines as needed to eliminate hazardous conditions; installs complete automated irrigation systems; inspects and repairs pumping and filtration systems at park sites with lakes; makes modifications or additions to existing irrigation systems as requested.

Meets and confers with various contractors to direct and inspect new irrigation projects; excavates, forms, and pours concrete pads for pump enclosures, controllers, etc.; cuts, removes, and patches sidewalks, tennis courts and other concrete areas to make

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: IRRIGATION SPECIALIST

DATE: DECEMBER, 2001

necessary repairs on irrigation components; traces, locates, excavates, and repairs low voltage direct burial wiring.

Completes time records and safety reports; requests supplies and materials as needed; inspects work and completes records in absence of supervisor.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Plumbing and irrigation concepts and techniques, work methods, procedures and techniques associated with machinery such as backhoes, bobcats, trenchers, loaders, trash pumps, generators, saws, pipe threaders, cement mixers, compressors, and other equipment and hand tools used on the job; principles of hydraulics; electrical and electronic testing and detection procedures; water conservation methods; vegetation, soil and moisture conditions; **basic horticulture knowledge for watering needs**; controller programming procedures; state vehicle codes and traffic safety laws and regulations; safety and basic repair procedures.

Ability to: Read and understand blueprints; understand detailed written and oral instructions; perform mechanical functions and operate various equipment and hand tools; work independently and as a team member.

Education: High school diploma or equivalent.

Experience: Two or more years in landscape and irrigation installation, maintenance and repair.

Certifications/License: Possession of a valid California motor vehicle operator's license. **Ability to obtain a California Class A driver's license within six months of appointment.**

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS – Work involves exposure to dangerous machinery, hazardous chemicals, fumes, dust and potential physical harm. There is frequent need to stand, stoop, bend, walk, lift heavy objects (up to 50 pounds) and perform other similar actions during the course of the workday. **Employee accommodations for physical disabilities will be considered on a case-by-case basis. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.**

ITEM # 7

Goals for the Personnel Commission & Staff

- Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- Develop new classifications to meet changing needs of the City.
- Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- Design and conduct a Personnel Commission Orientation during the calendar year of 2008.

ITEM # 9

Vacant Position List

For Pay Period Ending 08/22/2008

RECRUITMENT STATUS REPORT

IMPORTANT

*This report highlights status of actual vacancies only. It is a **SNAPSHOT** of the last day of the reported pay period. It does **not** include reallocations of positions, the impact of acting or underfilled assignments in a higher class, nor any activity that has occurred since the end of the reported pay period.*

DEPT	JOB TITLE	QTY	STATUS
CITY ATTORNEY			
	Deputy City Attorney I	1	On Hold per dept request
CITY TREASURER			
	Senior Accounting Tech	1	Recruitment open - Closes 9/15/08
BUILDING AND SAFETY			
	Plan Check Engineer	1	Recruitment cancelled per dept request
COMMUNITY SERVICES			
	Beach Maint Operations Mgr	1	Pending coordination w/dept
	Human Services Program Supvr	1	On Hold per dept request
ECONOMIC DEVELOPMENT			
	Economic Dev Project Manager	1	Recruitment open on continuous basis
	Housing Manager	1	Oral Boards scheduled for 8/27/08

FINANCE

Principal Accountant	1	On hold per department request
Finance Director	1	Interim appointment through contract agreement

FIRE

Fire Engineer	4	Promotional Recruitment to be scheduled in winter
Fire Protection Analyst	1	Job Offer made - background in progress
Firefighter Paramedic	9	Eligible list certified 4/16/08 - backgrounds in progress
Office Assistant II	1	On hold per dept request

HUMAN RESOURCES

Principal Personnel Analyst	1	Job Offer made - targeted hire date 10/6/08
Rideshare Coordinator	1	Recruitment continuous - first review date 8/27/08

INFORMATION SERVICES

Info Systems Analyst III	1	Job Offer made - targeted hire date 9/22/08
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PLANNING

Associate Planner	1	Eligible list certified 7/31/08 - Department hiring interviews in progress
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POLICE

Accounting Tech II	1	Recruitment closed - testing to be scheduled
Crime Scene Investigator	1	Eligible List certified 7/30/08 - Candidates in background process
Criminalist	1	Eligible List certified 7/16/08 - Candidates in background process
Communications Operator	2	Oral board scheduled for 9/11/08
Crossing Guard Coordinator	1	Will remain vacant per dept request
Detention Officer	1	Approved "overfill" positions - Eligible list 3/13/08 - 2 in bkgd
Detention Shift Supervisor	1	Oral board - 8/13/08
Police Officer	8	2 Job offers made - 15 in Bkgd process - continuous recruitment

PUBLIC WORKS

Admin Environmental Specialist	1	Recruitment closes 9/10/08 - Oral Board in October
Deputy Director of Public Wrks	1	Pending Coordination with department
Facilities Maintenance Tech	1	Recruitment Closes 9/4/08
General Services Manager	1	Job offer made - target start date 9/8/08
Irrigation Crewleader	1	Recruitment pending spec modification
Irrigation Specialist	1	Recruitment pending spec modification
landscape Maint Leadworker	1	Recruitment closes 9/3/08 - Testing to be scheduled
Landscape Maint Supervisor	1	On hold per department
Senior Civil Engineer	1	Recruitment closes 9/12/08 - Oral Board in October
Senior Traffic Engineer	1	On hold per department
Survey Technician II	1	Job offer made - target start date 9/8/08
Trees Maintenance Leadworker	1	Recruitment closes 9/3/08 - Testing to be scheduled
Traffic Signal Electrician	1	Job offer made - failed background - additional testing to be scheduled
Vehicle Body Repair Crewleader	1	On hold per department
Water Operations Crewleader	1	Job offer made - start date 9/6/08
Water Service Worker	1	Job offer made - pending outcome of pre-employment processing
Water Systems Tech I	1	Recruitment closes 8/22 - Testing to be scheduled

NEOGOV UPDATE SEPTEMBER, 2008

Updated statistics regarding recruitments and applications as of September 17, 2008:

- Since “Go Live” on 12/11/07, the Human Resources Department has launched **98** recruitments. Of these 98 recruitments, 78 are for full-time regular positions and 20 are for temporary/part-time positions.
- Since 12/11/07, our recruitments have received a total of **143,835** hits.
- We have received **8,325** total applications since “Go Live.” Online applications totaled 8,284 (99.5%). Paper applications totaled 41 (.5%). The kiosk that will be stationed outside the Human Resources window and will be accessible to candidates who do not have other internet access should be installed before the end of the year.
- The annual National User Conference is scheduled for October 9-10, 2008. This will be a great opportunity for staff to receive training and information on recently implemented enhancements to the system.
- We have begun **certifying** candidates electronically via NEOGOV to all requisitions that are submitted via NEOGOV. Department Liaisons have begun documenting “hiring” interviews and candidate dispositions electronically within the NEOGOV system. This process improvement has further reduced the amount of printed paper and has streamlined or record-keeping efforts.